

FINAL



WEARE BOARD OF SELECTMEN
MEETING MINUTES
July 18, 2005

PRESENT: LAURA BUONO CHAIRMAN; LEON METHOT, VICE CHAIRMAN; HELEEN KURK, SELECTMAN; DONNA M. OSBORNE, SELECTMAN; JOSEPH M. FIALA, SELECTMAN

TOWN ADMINISTRATOR: Chief Gregory Begin (Acting Town Administrator)

RECORDING SECRETARY: Cherry Palmisano

GUESTS: Frank Campana, Forrest Esenwine, Ginger Esenwine, J.D. Mackay, Charles Metcalf, Richard Butt, Evelyn Connor, Charles Meany, Carl Knapp

7:20 p.m. Chairman Laura Buono called the meeting to order.

1. PUBLIC PARTICIPATION – Mr. Frank Campana stated that he hasn't received a response as to whether or not the Department of Revenue approved the use of funds from the surplus for the cruisers. Chief Begin stated that they were waiting for the final step which is the public hearing posted for August 1, 2005.

Mr. Campana reminded the Board that at the June 6, 2005 meeting he requested a balance of the General Fund and still hasn't received his requested information. He feels that the BOS should have the balance of the fund and would like the information forwarded to him. Mr. Campana would like his request recorded in the minutes and reminded the Board that he asked for this information a month ago. Chairman Buono asked Chief Begin to get the balance of the fund and to have it on hand for the public hearing.

Mr. Campana commented on the Supreme Court's decision regarding eminent domain and the Souter property and encourages the Selectman to decide what is in the best interest of the town and how the town could benefit. Selectman Fiala read aloud the following letter dated July 13, 2005:

The Weare Board of Selectman wish to inform all interested parties that we are in full support of protecting the property rights of all our citizens. We have no desire to take land from any owner, even when a legal taking is possible. We will continue to assist homeowners in keeping their property and to enforce their rights of ownership to the fullest extent of the law.

Furthermore, we rebuke all efforts to deny any citizen of Weare their right to enjoy the full, legal use of their land.

Selectman Fiala stated personally that the Board has no intention of taking anyone's land. Mr. Campana questioned if the Board would not take the land because it was for a business venture. Selectman Fiala stated that the Board does not want to take any land for any reason. Mr. Campana questioned if the town needs land for a road will they never be able to take the land. Chairman Buono stated that there are always negotiations that go along with land taking and eminent domain. The Board is united in letting residents know that they will

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stand behind them and not take anyone's land. Mr. Campana wants to make sure that the statement applies across the board. Selectman Fiala stated that the statement does not just apply to this land but to everyone's land. Selectman Kurk feels that people really need to read the 58 pages that go along with the Supreme Court decision. Mr. Campana hopes that all landowners are protected by the Boards decision. Selectman Osborne stated that she can't justify taking the land because of the decision that was made through the Supreme Court. Mr. Campana questions whether this is beneficial to the town to take the land for business purposes and the tax revenue it will bring.

Mr. Campana reminded the Board that he will be awaiting the answer on the balance of the General Fund.

2. DEPARTMENT HEAD – Ms. Evelyn Connor, Town Clerk and Co-Chair of Weare's Patriotic Celebration thanked everyone for their support and the Chief for letting people dunk him to help raise money. Ms. Connor stated that she was so proud of everything that took place and proud of the uniformed officers that were there for support.

Ms. Connor stated she is here because of the need to hire someone in to help in the office. She stated that she does not have the money in her budget to cover the temporary help but feels that it shouldn't come out of her budget because usually Tina Pelliter can help in her department but because of the situation in the Finance Department Ms. Pelliter is less available. Ms. Connor leaves for vacation on Friday and Ms. Pelliter needs to be upstairs in the Finance Department but Maureen Bilodeau will need help. Chairman Buono said that the discussion they had previously was that they really need to have someone who is trained. Chairman Buono stated they are taking the steps to keep Ms. Pelliter downstairs.

Ms. Connor said taxes are slow right now but the motor vehicle department is not slow. Ms. Connor mentioned that Naomi Bolton is trained but not to state standards but she can work with Ms. Bilodeau. Ms. Connor stated that she didn't talk with Diane Lamb because she didn't have the money in her budget. Chairman Buono said they were in agreement that she needs to have someone trained as a backup. Chairman Buono stated they have a brief meeting tomorrow night and that will give the Board time to discuss the situation. Ms. Connor stated that whoever comes into the office to cover the vacation needs to be bonded. Selectman Kurk asked Ms. Connor if she could find out how long the bonding process will take.

3. COMMITTEE ITEMS – Mr. Chuck Metcalf, PARC reminded the Board that at a previous meeting he mentioned the irrigation system down at Bolton Field was damaged when the playground was installed. The irrigation system was repaired by Landscape Services out of Goffstown and Mr. Metcalf thinks the bill was around \$1,100 and PARC would like the Board to approve this expenditure from the CIP with a balance of \$12,000 - \$15,000 and not the operating budget. Selectman Fiala feels that this is the same situation as when the pump was repaired at Chase Park and it was discussed that the trustees approved it.

Selectman Fiala moved, Selectman Osborne seconded to expend up to \$1,100 to pay for the repairs to the irrigation system at Bolton Field for damage done during the installation of the playground and to have it come out of the PARC CIP. Passed 4-0-1 Selectman Kurk abstained.

Mr. Dick Butt would like to clarify the CIP and CRF and stated that PARC went in front of the Planning Board to request a Capital Reserve Fund but do not have a Capital Improvement Plan. Mr. Butt feels that PARC should have a Capital Reserve fund and feels that PARC needs to establish a Capital Improvement Plan.

Mr. Butt commented that over the past few months he has heard statements that lead him to believe that there is a problem with the budget and asked the Board if there is a problem and if they know where they stand? Mr. Butt feels that there should be funds available to cover a temporary position in the Town Clerk's office.

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Chairman Buono stated that when an employee leaves the Town not only needs to pay them their salary, but also the accrual time earned. Mr. Butt asked what the accrual amount was for the Town Administrator and the Finance Administrator. Chairman Buono said she will have to get him that information. Chairman Buono stated there is currently no problem with the budget and they feel they are right on target for this time of year. Mr. Butt asked Chairman Buono when the Board is going to make a decision about returning funds to the taxpayers. Chairman Buono stated that it will be on the agenda in the next couple of meetings and they will have the undesignated fund balance before the public hearing.

Selectman Fiala moved, Chairman Buono seconded to rescind the previous motion on the repairs to the irrigation system at Bolton Field. Passed 5-0-0.

Selectman Fiala moved, Chairman Buono seconded to authorize the expenditure of up to \$1,100 from the Capital Reserve Fund for Recreational Field Development to repair the irrigation system at Bolton Field. Passed 5-0-0.

4. EMERGENCY MANAGEMENT DISCUSSION – Chairman Buono turned the discussion over to Vice Chairman Methot and will not participate in the discussion. Selectman Kurk wants confirmation that they have agreed that it will not be an option to have the Police Chief and the Fire Chief as Emergency Management Directors and Vice Chairman Methot agreed. Selectman Kurk broke the list down to people who have a very strong computer technical background and those who have a stronger police and fire background and feels that it would be most important to have emergency training background. Selectman Fiala stated that he broke it down basically the same way and added management background and emergency situations and a good grasp of what emergency management was. Selectman Kurk said that she didn't even look at if all the applicants lived in Weare or not. Selectman Fiala said that he was trying to figure out whether or not the applicant lived in or near town was an issue. Chief Begin stated that he perceives this person to run Citizens Corp and doesn't see this as a person who will come to a scene of an incident and run the emergency and sees this more as a person who will be behind the scenes and organize things before the emergency happens. Chief Begin is not sure if they need to be a resident because he feels the responsibilities will be to have things organized in case there ever was a need.

Selectman Fiala stated that this person will be under the Police and Fire and feels that the only time he would expect to see this individual is behind the scenes. Vice Chairman Methot stated that basically this is an administrator who oversees the planning and gets together with Fire, Police and Highway departments and be able to tap other resources and notify the State. The role is all in background and all the hard work that needs to be done ahead of time. Selectman Kurk asked if it would make sense to have someone local and Carl Knapp said that it just needs to be someone who can get the background done. Selectman Osborne read a description that was sent to the Board by an individual as to what the director's position really entails. Vice Chairman Methot said that the State has a list of what the duties are for this position and said that this position is all background and not hands on during emergency situations. Selectman Fiala feels that they need help deciding the actual job description. Vice Chairman Methot believes that there is a binder in the emergency management room over at the safety complex defining the position. Chief Begin will look for the Emergency Management Plan Binder.

It was discussed that a different title other than Emergency Management Director might be more beneficial.

Selectman Fiala feels that to keep the ball rolling he would like to narrow down the applicants. Vice Chairman Methot wants to narrow down the applicants to 2-3 out of the 6. Selectman Fiala feels he can possibly narrow the applicants down to 4; Peter Buono, Scott Dunn, Paul King and Anthony Stowers. Selectman Kurk had the same 4 applicants on her list. Selectman Fiala feels that he would like to take the extra time to talk with the

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applicants. Vice Chairman Methot stated that they can speak with each one of them as to what they think the position involves. Selectman Kurk would like to see a clear grid on who rises to meet the requirements. Selectman Fiala feels that each applicant should be given 15 minutes each. Vice Chairman Methot requested that a letter be sent to Scott Dunn, Peter Buono, Paul King, and Anthony Stowers to meet with the Board in a non public on August 15, 2005 starting at 6:00 p.m..

Mr. Forrest Esenwine commented in regards to the Emergency Management Director and feels that Coordinator might be a better usage for the title. Mr. Esenwine stated that this individual will be the contact person from the State on updates and things that will need to be done as far as training within the Police and Fire Departments and will be the coordinator not the person that runs the show.

5. DISCUSSION OF TOWN HALL SIGN USE – Chairman Buono put together a draft of rules and regulations for the town hall sign use. Laura tried to draft a version to handle issues in case they arise. The person using the sign needs to come in and take out the letters themselves. The rules and regulations state that at any time there can only be 2 lines per event on both signs. Selectman Kurk said that she would like Merry Rice to look over the form since she will be the one handling this. Vice Chairman Methot asked the Chief to have Malcolm Wright measure the sign for how many characters can fit on the space.

6. MEETING MINUTES –

Selectman Kurk moved, Vice Chairman Methot seconded to approve the Minutes of May 16, 2005 as amended. Passed 4-0-1 Chairman Buono abstained.

Chairman Buono moved, Vice Chairman Methot seconded to approve the Minutes of June 6, 2005 as amended. Passed 5-0-0.

Chairman Buono moved, Selectman Kurk seconded to approve the Minutes of June 14, 2005 as written. Passed 5-0-0.

Chairman Buono moved, Selectman Kurk seconded to approve the Minutes of June 20, 2005 as amended. Passed 5-0-0.

Chairman Buono moved, Vice Chairman Methot seconded to approve the Minutes of June 28, 2005 as amended. Passed 5-0-0.

Chairman Buono moved, Selectman Kurk seconded to approve the Minutes of July 9, 2005 as amended. Passed 5-0-0.

Selectman Kurk moved, Selectman Fiala seconded to approve the Minutes of July 12, 2005 as amended. Passed 4-0-1 Chairman Buono abstained.

Chairman Buono moved, Selectman Kurk seconded to approve the Non Public Minutes of June 28, 2005 at 6:46 p.m. as amended. Passed 5-0-0.

Chairman Buono moved, Selectman Kurk seconded to approve the Non Public Minutes of June 28, 2005 at 7:31 p.m. as amended. Passed 5-0-0.

Chairman Buono moved, Selectman Kurk seconded to approve the Non Public Minutes of June 28, 2005 at 7:46 p.m. as amended. Passed 5-0-0.

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Chairman Buono moved, Vice Chairman Methot seconded to approve the Non Public Minutes of July 9, 2005 at 9:44 a.m. as amended. Passed 5-0-0.

7. MANIFESTS

Chairman Buono moved, Selectman Fiala seconded to authorize the Board of Selectman to sign Manifest and order the Treasurer to sign checks dated July 21, 2005. Passed 5-0-0.

Accounts payable	\$779,522.99
Gross Payrolls	<u>\$32,902.95</u>
Total	\$812,425.94

8. ADMINISTRATIVE REPORT

Chief Begin mentioned that there was still a need for some subcommittees to get keys for the Town Office Building. Vice Chairman Methot asked the Chief to have 2 keys ordered from Adams Local in Concord and he will pick them up. Chief Begin said that the Town Administrator Search Committee needs a pass code for the copier.

Chief Begin informed the Board that Naomi Bolton told him that the Boisvert Bond on Route 114 has been extended for one year and they will be working with the Daniels Family on making the water levels higher this winter.

Chief Begin told the Board that the Trustees have approved the pump at Chase Park and the A Frames at the Safety Complex on the Fire side and they need vouchers to transfer the funds.

There was a discussion about the Loss Prevention form that the Chief Begin asked Donna Mathieson to produce.

Chief Begin brought forth a question from Tina Pelliter regarding the Tuition Reimbursement Personnel Policy. Chairman Buono said she sent a response stating that that line item has not been funded for the last couple of years. Ms. Pelliter also asked if an online course qualified for reimbursement. Chairman Buono stated each one would have to be looked at individually.

Chief Begin personally thanked all the volunteers that helped to make the Patriotic Celebration successful.

Selectman Kurk asked if they need to respond to Chief Richards regarding moving line items. It was discussed that they don't need to physically move the money as long as the bottom line stays the same and isn't over expended.

Selectman Kurk stated that at a later time she would like to discuss Comcast.

It was discussed that a thank you note needs to be sent to Robert Reeve thanking him for his many years of service to the Town as the Town Forester.

It was discussed that the funds from Mildred Hall's Estate will not go into the General Fund but into the Town Hall fund or a separate fund will be set up.

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Selectman Kurk stated Kathy Williamson and Nancy Swanson had to resign from the Code of Ethics Development Committee. Selectman Kurk would like to recommend Will Townsend and David Erickson and asked the Board if it was alright with them and then the Committee could move forward.

Selectman Kurk moved, Vice Chairman Methot seconded to appoint Will Townsend and David Erickson to the Ethics Code Development Committee. Passed 5-0-0.

It was discussed that the Board needs to hold a joint meeting with the Weare School Board to discuss the Middle School. Vice Chairman Methot will contact Christine Tyrie about meeting on Wednesday, August 3, 2005 at 6 pm.

Walter Bouhlin resigned from the Cable Committee and Selectman Kurk stated that he needs to send a formal letter.

It was discussed that there are 2 people who would like to volunteer for PARC.

Chairman Buono moved, Selectman Osborne seconded to appoint Eugene Propper to the PARC for a term of three years. Passed 5-0-0.

Vice Chairman Methot feels that PARC needs more focus and direction at this time and feels that they should hold off on doing a lot of appointing to the committee at this time.

Chairman Buono moved, Selectman Fiala seconded to appoint George Boucher to PARC for a term of three years. Failed 1-4-0. Vice Chairman Methot, Selectman Osborne, Selectman Kurk and Chairman Buono voted no.

Selectman Fiala moved, Chairman Buono seconded to hire Lisa Jeck temporarily for Accounting and Payroll as discussed in Non Public. Passed 5-0-0.

Chairman Buono asked that everyone take a look at the budget worksheet.

Chairman Buono moved, Vice Chairman Methot seconded to adjourn at 10:20 p.m. Passed 5-0-0.

9. ADJOURNMENT

A True Record.

Cherry Palmisano, Recording Secretary